

JOB DESCRIPTION: **CONTRACT & PROCUREMENT SPECIALIST I**

DATE: 05/03/17

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance & Taxation	CLASSIFICATION:	036A
SUPERVISOR:	Director*	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform technical and administrative activities related to contracts, purchasing/procurement, and financial record keeping. Work requires the employee to use analysis and have ability to select appropriate techniques and procedures to identify factors that affect the contract or procurement. This classification is distinguished from the higher levels in this series by the level of familiarity required with grant and contract compliance issues, cost-benefit analysis methodologies, and procurement methodology options as well as the absence of responsibility to independently develop agreements, contracts and complex or extensive bids and proposals and by the less comprehensive product analysis required. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Work with the Finance Director\* in area of contract and procurement activity and related business processes to minimize County exposure to risk of fraud, waste or abuse, assure compliance and related regulatory requirements, find opportunities to achieve business process efficiency across County and meet capital improvement planning goals (project prioritization, public transparency, funding strategy alternatives)

Review assigned County contracts, agreements, and purchase orders to ensure compliance with rules, statutes, relevant grant stipulations, policies and procedures. Assigned categories include Small and Intermediate Procurements or simple Personal Services contracts.

Manage portfolio of centralized County contracts and vendor relationships including, but not limited to, office supplies and furniture, business machines, stationary and other printing, utility, phone, internet and cable, fuel and fleet maintenance, USPS and private shipping services, insurance brokers and carriers (non-benefit related). Apply appropriate cost-benefit analysis to evaluate on-going or new centralized suppliers and contractors.

Perform activities to assist in the establishment and maintenance of the County's Capital Improvement Plan activity.

Provide technical expertise to County departments regarding County purchasing systems and tools including financial software, purchasing card system and other County-wide resources available for routine purchasing (supplies, web-based vendor resources, etc.), asset and inventory tracking, vendor registry, procurement tracking, and/or maintaining capital replacement cycles.

Assist with employee education programs and creation of technical support resources for staff, elected officials and partners in areas noted above.

Administer County contract management system to track procurements and contracts throughout their life cycle including development, selection, negotiation, approval, management, completion, renewal options, reporting, and record retention.

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For assigned department-specific procurements, facilitate contract development, review and approval process among multiple parties including relevant County department(s), Counsel's Office, Finance Department and governing body. Support includes preparing procurement documents, scheduling staff activities and public meetings, research and analysis (total cost of ownership, lease v buy, cost benefit, procurement method options), preparing notices, compliance analysis and other reports.

Keep business process documentation current for contract, procurement, asset management, vendor management and related areas. Assist Finance Director and/or Accounting Services Manager with related policy review and updates.

Core Finance

As a member of a small finance office of a full-service county, a number of critical duties related to contracts and procurement and team back up that support core financial operations are included in the portfolio of responsibilities as primary or back up roles.

Prepare schedules and carry out activities related to the year end close, annual financial reporting and single audit related to grant and procurement contracts, capital assets and inventories. Work with auditor as needed to respond to testing requests.

Maintain compliance file and assure record retention for centralized contracts and procurements as required by state, federal and/or Governmental Accounting Standards Board (GASB) standards.

Maintain county central files for vendor records (contracts, new vendor review documentation, etc.), non-vendor contracts (intergovernmental agreements, grant contracts), capital assets county foreclosed properties, insurance policies and carriers.

Carry out assigned monthly and periodic reconciliations of inventories, encumbrances, contracts, grants, multi-year capital projects, internal and external billings. Reconcile subsidiary ledgers to the general ledger. Fund account reconciliation to budget and other reports.

Prepare and distribute periodic budgetary reports, financial reports, project funding reports and insurance reports.

Participate in risk management processes, insurance renewal, process improvement and Continuity of Operations Planning (COOP) efforts and initiatives as assigned.

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncement and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

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**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance. \* This position may be supervised by the Accounting Services Manager.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Two years college coursework in the field of business administration, accounting, law or related area plus three years of progressively responsible experience in contract development and management or purchasing and inventory control experience. Any satisfactory equivalent combination of experience and training which, in the opinion of the Chief Examiner, demonstrates the ability to perform the above described duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of governmental purchasing and contracting procedures and inventory control processes, including ordering, receiving and record keeping, federal cost principles and related 2 CFR 200 rules, laws and regulations applicable to purchasing requirements, various county, state and federal rules and laws related to government contract procedures and of governmental capital improvement planning best practices.

Ability to apply such knowledge to a variety of complex financial and cost benefit analyses. Ability to effectively use financial software. Strong familiarity with the use of related business software such as web-based procurement or vendor management services, spreadsheets and word processing programs. Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to communicate effectively both verbally and in writing. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of protected records, details of negotiations and other matters which may be encountered.

**SPECIAL NECESSARY REQUIREMENTS:** Current possession of, or ability to obtain within one year of hire, Oregon Public Basic Certification (OPBC) or similar a certification from a nationally recognized procurement training program.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are typically minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.